

Beech Springs Church
Program Manager
Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page#
MEETING: Design/Video/Website/Social Media Coordinators' Training	TBD				
MEETING: Program Manager Training	9/29/26	5:00PM			
MEETING: Adult, Children and Student Coordinators Training	9/29/26	6:00PM			
MEETING: Leadership Team Training #1	9/29/26	7:00PM			
MEETING: Early Commitment Coordinator Training	9/29/26	8:00PM			
MEETING: Prayer Coordinator Training	9/29/26	8:00PM			
Prepare for Meetings			9/29/26	10/6/26	3
Reserve Rooms for Campaign Meetings			9/29/26	10/6/26	2
Confirm Bible Study Materials Distribution			9/29/26	10/13/26	3
Prepare for Campaign Mailings			9/29/26	10/13/26	7
Monitor the Involvement Effort and Develop a Master Recruitment List			9/29/26	10/20/26	4
Attend Campaign Leadership Team Meetings and Training Meetings			9/29/26	10/20/26	3
Receive Final Early Commitment Dinner Invitation List			10/10/26	10/13/26	5
Remind Campaign Leadership Team of Upcoming Meetings			10/13/26	10/19/26	
Prepare for Early Commitment Team Meeting			10/16/26	10/19/26	5 - 6
Schedule Vision Sunday Promotion in Services			10/18/26	11/1/26	12
MEETING: Creative Gifts Coordinator Training	10/20/26	6:00PM			
MEETING: Follow Up Coordinator Training	10/20/26	6:00PM			
MEETING: Leadership Team Training #2	10/20/26	7:00PM			
MEETING: Early Commitment Team Training	10/20/26	8:00PM			
Prepare Early Commitment Dinner Invitations			10/26/26	11/1/26	
Mail the Campaign Introduction Foldout/Trifold			10/28/26	10/28/26	8
Suggested Campaign Email Communication			10/28/26	12/21/26	11

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page#
Mail Early Commitment Dinner Invitation Letter			11/2/26	11/2/26	9
Event: Vision Sunday			11/8/26	11/8/26	
Event: Vision Q & A			11/8/26	11/8/26	
Confirm Distribution of Creative Giving Guide in Services			11/8/26	11/13/26	
Display Campaign Literature			11/8/26	11/29/26	8
Mail Campaign Brochures/Booklets			11/11/26	11/11/26	8
Deliver Early Commitment Dinner Materials To Venue			11/12/26	11/18/26	6
Complete the Early Commitment Dinner Reservation Report			11/13/26	11/14/26	6
Schedule Commitment Day Promotion in Services			11/15/26	11/29/26	12
Event: Early Commitment Dinner			11/19/26	11/19/26	
Mail Commitment Day Invitations			11/23/26	11/23/26	9
Event: Commitment Day			12/6/26	12/6/26	
Schedule Celebration Sunday/First Fruits Offering Promotion in Services			12/6/26	12/13/26	12
Mail Commitment Cards			12/7/26	12/7/26	9
Event: Celebration Sunday			12/20/26	12/20/26	
Mail Commitment Confirmation Letters			12/22/26	12/31/26	10